DOCUMENT RESUME

ED 366 766 CE 065 605

AUTHOR Binder, Andrea, Comp.; And Others
TITLE ESL Resource Center. An Annotated Bibliography of Selected Resources for Vocational Preparation for Limited English Proficient Students.
INSTITUTION Richland Coll., Dallas, TX.
SPONS AGENCY Texas Higher Education Coordinating Board, Austin. Div. of Community and Technical Colleges.
PUB DATE Apr 93
NOTE 45p.
PUB TYPE Reference Materials - Bibliographies (131)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Adult Basic Education; Annotated Bibliographies; Audiovisual Aids; *Career Guidance; Courseware; Databases; *English (Second Language); *Instructional Materials; *Limited English Speaking; Literacy Education; Resource Materials; Secondary Education; Second Language Learning; *Vocational Education; *Vocational English (Second Language)
IDENTIFIERS *Workplace Literacy

ABSTRACT

This annotated bibliography contains publication data and information on the content and availability of 58 resource materials that are recommended for use in vocational preparation programs for individuals with limited English proficiency. Descriptions of the resource materials are organized into sections on the following topics: English as a Second Language (ESL), career guidance, vocational training, vocational English as a Second Language, and workplace literacy. Each resource description contains some or all of the following: record number; title; author; editors; edition; publisher; place of publication; month/year of publication; price; location; ERIC code; format; source of information about the resource material; and description of the resource material's content, intended audience, and intended/recommended use(s). Included among the types of resource materials listed are the following: software/courseware, bibliographies, textbooks, teacher guides/handbooks, picture cards, practice books, inventories, test batteries, and videos. Materials for use in secondary-level and adult basic education programs are described. Also included is information about the ESL Resource Center database and various codes used in the database. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 366 766

TX93PD28

ESL RESOURCE CENTER

AN ANNOTATED BIBLIOGRAPHY OF SELECTED RESOURCES FOR VOCATIONAL PREPARATION FOR LIMITED ENGLISH PROFICIENT STUDENTS

Compiled by

Andrea Binder

With Assistance from

Patricia Rosaaen
Charlene Clements
Vernon Hawkins

Richland College/ Dallas County Community College District
12800 Abrams Road
Dallas, Texas 75243

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

April 1993

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

S Calvert

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE 065 605

BEST COPY AVAILABLE

TABLE OF CONTENTS

	Page
Funding Information	1
ESL Resource Center, Database Description	2
How To Find Materials	2
Database Bibliographic Format Codes	3
Database Location Codes	3
Location Codes - Diagram of Library Shelves	4
Selected ESL Materials	5-15
Selected Career Guidance Materials	16-18
Selected Vocational Training Materials	19-20
Selected Vocational ESL Materials	21-30
Selected Workplace Literacy Materials	31-33
Titles and Bibliographic Format Codes of all Resource Center Materials Cataloged to date (March 1993)	34-41

Project Staff:

Susan Muha, Project Director
Andrea Binder, Project Curriculum Specialist
Charlene Clements, Project Special Faculty
Pat Rosaaen, Project Assistant

This project was funded by the Texas Higher Education Coordinating Board through a grant utilizing Carl D. Perkins Vocational Act Funds. Supplementary funding was provided by Richland College, Dallas, Texas.

Project Number: 33120004
Project Year: 1992-1993

ESL RESOURCE CENTER DATABASE DESCRIPTION

This database is designed to be a compilation of reference materials and resources available concerning specific areas of education for limited English proficient (LEP) adults. The database allows one to enter keywords on a subject and returns any matching references contained in the database to be printed to the screen. The resources encompassed in the database are given bibliographic **format** codes that tell the user whether the keyword match is a student text, a journal, a video, software, etc. (a complete list of the bibliographic format codes are given on page 3).

Other characteristics specific to the directory entries of the reference materials database include a location code. Each resource housed in the library is tagged with a **location** code representing its location. In remaining consistent with APA style format, the following entries are included with each resource: author(s), information regarding editors/compilers/et al, year and month of publication, title, edition and series information, place of publication, and publisher(s). If applicable and available the ERIC DRS No. (ERIC Document Reproduction Service No.) is provided. Remaining entries include an annotation, price information, special ordering information, and keyword(s). Each resource is allowed a maximum of 5 keywords to categorize the entry for searching purposes.

HOW TO FIND MATERIALS IN THE ESL RESOURCE CENTER

Each of the resource materials in our collection is labeled with a record number, bibliographic **format** code and a **location** code (see page 3). The materials are cataloged in numerical order from left to right on each shelf. The following is an example of the label you will find on each material:

Record #: 219 Format: st Location: ESL,2,1

BIBLIOGRAPHICAL FORMAT CODES

im-----instructor manual (teacher's guide)

rg-----resource guide

ab-----annotated bibliography

bl-----bibliography listing (resource list)

ei-----evaluation instrument (tests)

j------journal

v------videotape

s------software (computer)

st-----student text

fs-----film strip

ac-----audio cassette (accompanied by student text)

tr-----teacher resource (professional reference)

sd-----staff development

cg-----curriculum guide

fc-----flash cards

LOCATION CODE ABBREVIATIONS

ESL - English as a Second Language

CARR - Career Guidance

VOC - Vocational Training

VESL - Vocational English as a Second Language

ABE - Adult Basic Education

WPL - Workplace Literacy

ESL RESOURCE CENTER DIAGRAM OF LIBRARY SHELVES

LOCATION CODES = 3/4 LETTER CODE, CABINET #, SHELF #

This chart shows the location of materials in the ESL Resource Center at Richland College in Sabine Hall, Room S219.

filing cabinet	closet	closet	closet
ASSESSMENT INSTRUMENTS 1,1	ESL,2,1	VOC,3,1	ABE,4,1
VIDEO 1,2	ESL,2,2	VOC,3,2	ABE,4,2
TEXTS W/ AUDIO CASSETTE 1,3	CARR,2,3	VESL,3,3	WPL,4,3
CATALOGS 1,4	CARR,2,4	VESL,3,4	WPL,4,4
SOFTWARE 1,5	ESL/CARR,2,5	VOC/VESL,3,5	ABE/WPL,4,5

RECORD#: 237
TITLE: ESL Placement Testing
AUTHOR: Illinois State Board of Educ.
EDITORS:
EDITION: SERIES: ESL Teacher Training Videotape Series
PUBLISHER: Illinois State Board of Education, DAVTE
PLACE: Springfield, IL
MONTH: 1984
PRICE: $20.00 LOCATION: ESL,1,2 ERIC CODE: FORMAT: v
SOI: CPC, Western Illinois Univ., Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905

BIBLIOGRAPHY:
This video accompanies the Guide to ESL Curriculum. Five ESL teachers are shown addressing their students' out-of-classroom communication needs. the uses of a communicative ESL curriculum guide are illustrated in six program segments: identifying stude nt needs, determining lesson objectives for a given sitnation, selecting language to teach, presenting textbook lessons communicatively, preparing for a successful role play, and teaching language functions via a reading and discussion activity. 29 min.

RECORD#: 207
TITLE: The NYS Place Test
AUTHOR: NY State Adult ESL Test Com.
EDITORS:
EDITION: SERIES:
PUBLISHER: The New York State Education Department
PLACE: Albany, NY
MONTH: 1992
PRICE: $49.95 LOCATION: ESL,1,1 ERIC CODE: FORMAT: ei
SOI: NYS Place Test Info. Ctr., NY State Educ. Dept., CEC Room 5D28, Albany, NY 12230, 1-518-474-8701

BIBLIOGRAPHY:
This test is designed to assess speaking, listening, reading and writing skills of low proficiency non-native speakers of English who are entering vocational training programs. The test must be administered individually through an oral interview and takes about 25 minutes. Some training for correct administration and scoring is necessary. Reliability and validity information is included in the manual and both raw and percentile scores can be obtained.

RECORD#: 392
TITLE: Reviews of English Language Proficiency Tests
AUTHOR:
EDITORS: Alderson, J.C.
EDITION: SERIES:
PUBLISHER: Teachers of English to Speakers of Other Languages
PLACE: Washington, D.C.
MONTH: 1987
PRICE: $10.25 LOCATION: ESL,1,1 ERIC CODE: FORMAT: rg
SOI: TESOL, 1600 Cameron St., Suite 300, Alexandria, VA 22314, (703) 836-0774.

BIBLIOGRAPHY:
This guide provides descriptive and evaluative information on the most commonly used ESL tests in current use around the world. All the tests included are commercially available and widely used. It can be used as a tool for educators involved in testing to choose tests that are appropriate to their needs. Reviewers have included a brief summary of the test and comments on reliability and validity when available.

RECORD#: 118
TITLE: Listening Between the Lines
AUTHOR: Lougheed, L.
EDITORS: Albert-Mitzman
EDITION: SERIES:
PUBLISHER: Addison-Wesley Publishing Co.
PLACE: Reading, MA
MONTH: 1985
PRICE: $30.48 LOCATION: ESL,1,3 ERIC CODE: FORMAT: ac
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, (800)447-2226

BIBLIOGRAPHY:
This intermediate to advanced level ESL listening and speaking text helps students develop skills to interpret cultural clues in vocabulary, grammar, style and context of spoken words to derive true meaning. This book is accompanied by audio-cassettes and a teacher manual. (A student text, audio-cassettes and teacher manual are all included in this package).

BEST COPY AVAILABLE

RECORD#: 367
TITLE: ESL Techniques - Problem Solving
AUTHOR: Howard, L., Little, L.
EDITORS: Savage, L.K.
EDITION: SERIES: Teacher Training Through Video
PUBLISHER: Longman
PLACE: White Plains, NY
MONTH: 1992
PRICE: $86.90 LOCATION: ESL,1,2 ERIC CODE: FORMAT: v
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, (800)447-2226.

BIBLIOGRAPHY:

This video is part of a series that is designed to familiarize ESL and ABE teachers with different teaching strategies that can be used to work with LEP students. This video focuses on the problem solving technique which helps students develop communicative competence and critical thinking skills. Students' concerns and problems are used as a subject for discussion. Black line masters, and an in-service facilitator's guide accompany the video.

RECORD#: 368
TITLE: ESL Techniques - Beginning Literacy
AUTHOR: Hampson, N., Owensby, L.
EDITORS: Savage, L.K.
EDITION: SERIES: Teacher Training Through Video
PUBLISHER: Longman
PLACE: White Plains, NY
MONTH: 1993
PRICE: $86.90 LOCATION: ESL,1,2 ERIC CODE: FORMAT: v
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, (800) 447-2226.

BIBLIOGRAPHY:

This video is part of series that is designed to familiarize ESL and ABE teachers with different teaching techniques that can be used to work with LEP students. This video shows teachers how to group preliterate, nonliterate, semiliterate, and literate students in the same classroom to teach reading and writing skills. Various grouping strategies and instructional approaches based on student's backgrounds , goals, interests, and learning styles are presented as improtant aspects of literacy instruction. Black line masters, and an in-service facilitator's guide accompany the video.

RECORD#: 149
TITLE: Suspicious Minds
AUTHOR: Begin, S., Bianco, P., et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Longman
PLACE: White Plains, NY
MONTH: 1990
PRICE: $13.50 LOCATION: ESL,1,3 ERIC CODE: FORMAT: ac
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, 1-800-447-2226

BIBLIOGRAPHY:
This intermediate level listening and speaking text presents a radio play mystery in a dialogue format. Students develop listening strategies, problem-solving techniques, and life skills such as using a telephone directory, dealing with emergencies and finding accommodations. Audio-cassettes accompany the text (in our collection - sample demo).

RECORD#: 150
TITLE: Traditional Ties
AUTHOR: Begin, S., Bianco, P. et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Longman
PLACE: White Plains, NY
MONTH: 1992
PRICE: $13.50 LOCATION: ESL,1,3 ERIC CODE: FORMAT: ac
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, 800-447-2226

BIBLIOGRAPHY:
This low-intermediate listening and speaking text develops cultural awareness through a mystery radio play. Activities develop students' listening strategies, problem-solving techniques, life skills, and conversation skills. (A student text, audio-cassettes, answer key and tape script are all included in this package.)

BEST COPY AVAILABLE

RECORD#: 4
TITLE: MacEnglish - Inform Pronunciation Plus
AUTHOR:
EDITORS:
EDITION: SERIES:
PUBLISHER: MacEnglish Learning Systems
PLACE: Concord, CA
MONTH: 1992
PRICE: $495.00 LOCATION: ESL,1,5 ERIC CODE: FORMAT: s
SOI: MacEnglish, 205 Mason Circle, Concord, CA 94520, (800) 765-4375

BIBLIOGRAPHY:
This software can only be used on a Macintosh computer - with 2500K memory, and a CD-ROM caddy. This interactive material allows students to listen to a word being said while reading it on the screen, speak into a microphone and then listen to their own recorded voice immediately after. The software also contains music and color graphics. It is designed for beginning and intermediate level students who want to improve their pronunciation.

RECORD#: 376
TITLE: CALL Interest Section Software List
AUTHOR: TESOL
EDITORS:
EDITION: SERIES:
PUBLISHER: TESOL
PLACE: Washington, DC
MONTH: 1990
PRICE: free LOCATION: ESL,1,5 ERIC CODE: FORMAT: s
SOI: Outreach and Technical Assistance Network, 15377 E. Proctor Ave., City of Industry, CA 91745, (818) 855-7000.

BIBLIOGRAPHY:
This is a list of software reported in use by TESOL teachers. It was obtained through the Outreach and Technical Assistance Network (OTAN). It is grouped by hardware and within that by language skill. The list includes the title of the software program, a brief comment, the publisher, and addresses for ordering the material.

RECORD#: 460
TITLE: Compress ESL Program - A,B,C
AUTHOR: Otto,F.
EDITORS:
EDITION: SERIES: Compress ESL Program
PUBLISHER: Queue
PLACE: Fairfield, CT
MONTH: 1986
PRICE: $750.00 LOCATION: ESL,1,5 ERIC CODE: FORMAT: s
SOI: Queue, Inc., 338 Commerce Dr., Fairfield, CT 06430, (800)232-2224.

BIBLIOGRAPHY:
This software provides a grammar course for intermediate to advanced level ESL students. Each of 228 lessons has four parts: a behavioral objective, a grammar rule, a practice section with 20-30 problems and an example file that shows how the rule applies. Each lesson also has a help section. The program contains 30 diskettes for MS-DOS 3.5". It requires a color graphics adapter
---------and-graphics-monitor:----------

RECORD#: 378
TITLE: Jostens Learning Corporation - Project Funding Information Packet
AUTHOR: Heald, L.
EDITORS:
EDITION: SERIES:
PUBLISHER: Jostens Learning Corporation
PLACE: Austin, TX
MONTH: 1992
PRICE: free copy LOCATION: ESL,1,5 ERIC CODE: FORMAT: rg
SOI: Granting Possibilities, P.O. Box 90982, Austin, TX 78709-0982, (512) 892-1477.

BIBLIOGRAPHY:
This packet was prepared by Josten's Learning Corporation to assist ABE and ESL program developers in writing proposals to acquire funding to create a computer assisted learning lab. It contains tips for writing federal, state, and private foundation proposals.

RECORD#: 64
TITLE: Bringing Literacy to Life
AUTHOR: Wrigley, H.S., Guth, G.J.
EDITORS:
EDITION: SERIES:
PUBLISHER: Aguirre International
PLACE: San Mateo, CA
MONTH: 1992
PRICE: $18.50 LOCATION: ESL,2,5 ERIC CODE: FORMAT: rg
SOI: Aguirre International, Handbook, 411 Borel Ave., Suite 402, San Mateo, CA 94402, 415-349-1842.

BIBLIOGRAPHY:
A guide designed for teachers, administrators, and researchers that features issues shaping adult ESL literacy and promising practices in teaching adults. Findings are based on a national study of adult ESL literacy programs funded by the U.S. Department of Education.

RECORD#: 154
TITLE: Cultural Awareness Teaching Techniques
AUTHOR: Gaston, J.
EDITORS:
EDITION: SERIES:
PUBLISHER: Pro Lingua Associates
PLACE: Brattleboro, VT
MONTH: 1984
PRICE: $10.95 LOCATION: ESL,2,2 ERIC CODE: FORMAT: tr
SOI: Pro Lingua Associates, 15 Elm St., Brattleboro, VT 05301, (800)366-4775

BIBLIOGRAPHY:
This teacher resource offers 20 techniques teachers can use in the ESL classroom to guide the student through 4 intercultural skill building stages until he is able to function in other cultures comfortably, with both respect and empathy but also with a sound appreciation of his own culture.

BEST COPY AVAILABLE

RECORD#: 16
TITLE: Expressways - Book 1
AUTHOR: Molinsky, S.J., Bliss, B.
EDITORS:
EDITION: SERIES:
PUBLISHER: Prentice Hall Regents
PLACE: Englewood Cliffs, NJ
MONTH: 1988
PRICE: $13.95 LOCATION: ESL,2,1 ERIC CODE: FORMAT: st
SOI: Regents/Prentice Hall, 8445 Freeport Parkway, Irving, TX 75063, (800)666-0033

BIBLIOGRAPHY:
This beginning level ESL text (1st of 3 levels) provides practice in all communication skills. Workplace/employment communication skills are emphasized in 8 of 18 chapters. The text is accompanied by a workbook, a placement test kit (we have samples in our collection) and audio-cassettes (not in our collection).

RECORD#: 208
TITLE: First Words
AUTHOR: Mrowicki, L.
EDITORS:
EDITION: SERIES:
PUBLISHER: Linmore Publishing
PLACE: Palatine, IL
MONTH: 1990
PRICE: $8.95 LOCATION: ESL,2,1 ERIC CODE: FORMAT: st
SOI: Linmore Publishing, Box 1545, Palatine, IL, 60078, (800)336-3656

BIBLIOGRAPHY:
This is a low-beginning level ESL text which provides nonliterate secondary and adult learners with basic survival oral and literacy skills. Twenty-five lessons address critical life-skill competencies in the areas of: health, school and shopping. The book uses a variety of activities including listening practice, total physical response, dialogs, and role-play.

RECORD#: 403
TITLE: The New Oxford Picture Dictionary - English/Vietnamese
AUTHOR: Parnwell, E.C.
EDITORS:
EDITION: SERIES:
PUBLISHER: Oxford University Press
PLACE: New York, NY
MONTH: 1989
PRICE: $8.95 LOCATION: ESL,2,1 ERIC CODE: FORMAT: st
SOI: Delta Systems Co. Inc., 1400 Miller Parkway, McHenry, IL 60050, (800) 323-8270

BIBLIOGRAPHY:
This picture dictionary presents over 2500 words in both English and Vietnamese through contextualized illustrations that are organized thematically. The color pictures are not easily reproducible. It is designed to serve as a support tool for beginning to low intermediate level ESL students who speak Vietnamese as a first language.

RECORD#: 393
TITLE: The Card Book
AUTHOR: Tom, A., McKay, H.
EDITORS:
EDITION: SERIES:
PUBLISHER: Regents/Prentice Hall
PLACE: Englewood Cliffs, NJ
MONTH: 1991
PRICE: $19.95 LOCATION: ESL,2,1 ERIC CODE: FORMAT: tr
SOI: Regents/Prentice Hall, Texas Regional Office, 8445 Freeport Parkway, Irving, TX 75063, (214) 915-4275.

BIBLIOGRAPHY:
This teacher resource is intended for use with all levels of ESL students. It contains 243 reproducible cards - 27 cards in each of nine catagories (food, clothing, tools, road signs, faces, furniture, animals, daily and leisure activities). Lesson plans for problem solving, opinion-sharing, and information sharing activities accompany each set of pictures.

BEST COPY AVAILABLE

RECORD#: 123
TITLE: English Vocabulary Picture Cards
AUTHOR: Ramirez, A.
EDITORS:
EDITION: SERIES: Region One Curriculum Kit
PUBLISHER: Melton Book Co. Inc.
PLACE: Dallas, TX
MONTH: 1975
PRICE: $49.95 LOCATION: ESL,2,5 ERIC CODE: FORMAT: fc
SOI: MWM Publications, P.O. Box 550923, Dallas, TX 75355-0923, 800-594-3851

BIBLIOGRAPHY:
These three by five inch picture cards depict animals, food items, clothing, household items, and places. The first letter and word naming the picture are written on the back of each card.

RECORD#: 1
TITLE: Whole Language for 2nd Language Learners
AUTHOR: Freeman, Y.S, Freeman, D.E.
EDITORS:
EDITION: SERIES:
PUBLISHER: Heinemann Educational Books, Inc.
PLACE: Portsmouth, NH
MONTH: 1992
PRICE: $19.50 LOCATION: ESL,2,1 ERIC CODE: FORMAT: tr
SOI: Heinemann Educational Books, Inc., 361 Hanover St., Portsmouth, NH 03801, (603) 31-7894

BIBLIOGRAPHY:
This book shows how to apply whole language practices in multi-language ESL classrooms. Examples of successful practices, student work, and lessons are included. Common sense assumptions about teaching ESL are contrasted with whole language alternatives.

RECORD#: 181
TITLE: Longman ESL Literacy
AUTHOR: Nishio, Y.
EDITORS: Dresner, J.
EDITION: SERIES:
PUBLISHER: Longman Publishing Group
PLACE: White Plains, NY
MONTH: 1991
PRICE: $11.95 LOCATION: ESL,2,1 ERIC CODE: FORMAT: st
SOI: Longman Publishing Group, Dept. P, 95 Church St., White Plains, NY 10601-1566, (800)447-2226

BIBLIOGRAPHY:
This pre-literacy level ESL text teaches all communication skills using an integrated approach. A teacher's resource book accompanies this text and contains lesson plans as well as 200 reproducible flashcards (not in our collection). Topics in the text include: the alphabet, numbers, time, the calendar, money, school, family, food, health and work.

RECORD#: 23
TITLE: Forms in Your Future
AUTHOR: Goltry, M.
EDITORS:
EDITION: 2nd SERIES:
PUBLISHER: Globe Book Company, Inc.
PLACE: Englewood Cliffs, NJ
MONTH: 1987
PRICE: $6.85 LOCATION: ESL,2,1 ERIC CODE: FORMAT: st
SOI: Globe Book Company, 4350 Equity Dr., P.O. Box 2649, Columbus, OH 43216, 800-848-9500.

BIBLIOGRAPHY:
This practice book is useful for all levels of Adult ESL. It contains 27 forms people use in everyday life including: applications for job, driver's license, insurance, bank, credit card, tax forms, etc.

RECORD#: 79
TITLE: Pictorial Inventory of Careers
AUTHOR: Kosuth, T.F.
EDITORS:
EDITION: 2nd SERIES:
PUBLISHER: Talent Assessment, Inc.
PLACE: Jacksonville, FL
MONTH: 1992
PRICE: $695.00 LOCATION: CARR,1,1 ERIC CODE: FORMAT: ei
SOI: Talent Assessment, Inc., P.O. Box 5087, Jacksonville, Fl 32247-5087, 800-634-1472.

BIBLIOGRAPHY:
This is an interest inventory assessment in a video format that specifically targets LEP's because there is very little reading required. Its purpose is to help adult students identify areas of potential occupational exploration and training on the basis of his affective response to actual work scenes. It can be either manually or computer scored, and does not require the person administering the test to have any special qualifications or training.

RECORD#: 206
TITLE: Career Ability Placement Survey (CAPS)
AUTHOR:
EDITORS: Knapp, L.,et al
EDITION: SERIES:
PUBLISHER: Edits
PLACE: San Diego, CA
MONTH: 1976
PRICE: $8.00 LOCATION: CARR,1,1 ERIC CODE: FORMAT: ei
SOI: Edits, P.O. Box 7234, San Diego, CA 92167, 1-619-222-1666

BIBLIOGRAPHY:
This career development test battery is targeted to junior/high school, college and adult students and is designed to measure the learners abilities keyed to entry requirements for the majority of jobs in each of 14 occupational clusters. The test can be machine scored or scored by the examinee. It takes about 50 minutes to administer and normative data is included in the manual.

RECORD#: 301
TITLE: It's Up to You - Language Skills and Strategies for Getting a Job
AUTHOR: Dresner, J. et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Longman Publishing, Inc.
PLACE: White Plains, NY
MONTH: 1980
PRICE: $31.90 LOCATION: CARR,1,3 ERIC CODE: FORMAT: ac
SOI: Delta Systems Co., Inc., P.O. Box 987, Dundee, IL 60118-0987, (800)323-8270

BIBLIOGRAPHY:
This text is targeted to intermediate level vocational ESL students. It helps students to master the linguistic and social skills essential for job seeking in the United States. The accompanying audio-cassette (in this package) contains authentic excerpts of conversations among personnel interviewers, supervisors, and prospective employees, providing examples of socio-linguistic rules that applicants must follow.

RECORD#: 85
TITLE: Job Planner - A Guide to Career Planning
AUTHOR: Jew, W., Tong, R.
EDITORS:
EDITION: 2nd SERIES: Janus Job Seeking Skills Program
PUBLISHER: Fearon/Janus
PLACE: Belmont, CA
MONTH: 1987
PRICE: $5.90 LOCATION: CARR,2,4 ERIC CODE: FORMAT: st
SOI: Fearon/Janus/Querus, 500 Harbor Blvd., Belmont, CA 94002, (800)877-4283.

BIBLIOGRAPHY:
A career guidance text written at the 3-4th grade level features self-scoring inventories of work interests, values, attitudes, working conditions, self-esteem and personality. Scores are referenced to specific types of work.

BEST COPY AVAILABLE

RECORD#: 391
TITLE: A Multicultural Focus on Career Education
AUTHOR: Locke, D.C., Parker, L.D.
EDITORS:
EDITION: SERIES:
PUBLISHER: Center on Education and Training for Employment
PLACE: Columbus, OH
MONTH: 1991
PRICE: $5.25 LOCATION: CARR,2,4 ERIC CODE: FORMAT: rg
SOI: CETE, CETE Publications Office, 1900 Kenny Road, Columbus, OH 43210, (800) 848-1260.

BIBLIOGRAPHY:
This guide is a review and synthesis of selected literature related to career education and career development with a focus on multicultural issues. It discusses the implications for career educators of the increasing cultural diversity of the United States. It also questions the relevance of existing career development theories and identifies appropriate interventions for specific groups.

RECORD#: 75
TITLE: The Working Culture - Career Development for New Americans
AUTHOR: Hemphill, D. et al
EDITORS:
EDITION: SERIES: The Working Culture
PUBLISHER: Regents/Prentice Hall
PLACE: Englewood Cliffs, NJ
MONTH: 1989
PRICE: $9.30 LOCATION: CARR,2,4 ERIC CODE: FORMAT: st
SOI: Regents/Prentice Hall, 8445 Freeport Pkwy., Irving TX 75063, 214-915-4275

BIBLIOGRAPHY:
This intermediate level VESL text teaches cross cultural communication skills for the workplace. Lessons address training & licensing requirements, conducting a job search, employment benefits, and OSHA standards.

RECORD#: 268
TITLE: Skills for Success, Book 1, Food Service
AUTHOR: Kisslinger, E.
EDITORS: Gordon, D.
EDITION: SERIES: Mastering Reading
PUBLISHER: Delmar Publishers
PLACE: Albany, NY
MONTH: 1991
PRICE: $7.95 LOCATION: VOC,3,1 ERIC CODE: FORMAT: st
SOI: Southwestern Publishing, 4770 Duke Dr., Suite 200, Mason OH 45040, (800)543-7972

BIBLIOGRAPHY:
This text is first in a 4 part series and is targeted to adults reading at the 3 to 5 grade level. It helps students to improve their reading skills while learning about food and self-care. Each of the 20 lessons contains a reading passage, discussion and comprehension questions, and a glossary of new vocabulary words.

RECORD#: 128
TITLE: Office Technology, Knowledge Base
AUTHOR: Sticht, T., McDonald, B.
EDITORS:
EDITION: SERIES: Goals
PUBLISHER: Glencoe Div. of Macmillan/McGraw-Hill
PLACE: Columbus, OH
MONTH: 1992
PRICE: $6.32 LOCATION: VOC,3,1 ERIC CODE: FORMAT: st
SOI: Glencoe Order Dept., P.O. Box 543, Blacklick, OH 43004-9902, (800)334-7344

BIBLIOGRAPHY:
This text teaches adults basic skills in the context of their chosen field of interest - office technology. In the knowledge base text students are presented with background information about the specific occupational area. This information is then integrated with lessons in reading, writing and math skills presented in accompanying workbooks.

RECORD#: 415
TITLE: Involving Key Players in Tech Prep
AUTHOR:
EDITORS:
EDITION: SERIES:
PUBLISHER: National Center for Research in Vocational Educ.
PLACE: Blacksburg, VA
MONTH: December 1992
PRICE: free copy LOCATION: VOC,1,2 ERIC CODE: FORMAT: v
SOI: NCRVE, Virginia Polytechnic Institute and State University, 116 Lane Hall, Blacksburg, VA 24061, (703) 231-5847.

BIBLIOGRAPHY:
This video is a taping of a series of satellite teleconferences organized by the National Center for Research in Vocational Education in the Fall of 1992. Participants in the panel discussions discussed the integration of academic and vocational education in Tech Prep.

RECORD#: 471
TITLE: Skills for Success/Manufacturing - Book 1
AUTHOR: Kisslinger, E.
EDITORS:
EDITION: SERIES: Mastering Reading
PUBLISHER: Delmar Publishing
PLACE: Albany, NY
MONTH: 1991
PRICE: $7.95 LOCATION: VOC,3,1 ERIC CODE: FORMAT: st
SOI: Southwestern Publishing, 4700 Duke Dr., Suite 200, Mason, OH 45040, (800) 543-7972.

BIBLIOGRAPHY:
This text is first in a four part series and is targeted to adults reading at the 3th grade level. It helps students to improve their reading skills while learning about manufacturing (tools, machines, safety, computer technology, etc.). Each of 20 lessons contains reading passages, discussion and comprehension questions and a glossary of new vocabulary.

RECORD#: 366
TITLE: A Model Program for Serving LEP Students
AUTHOR: Friedenberg, J.E.
EDITORS:
EDITION: SERIES:
PUBLISHER: Ohio State University
PLACE: Columbus, OH
MONTH: 1991
PRICE: $49.50 LOCATION: VESL.1,2 ERIC CODE: FORMAT: v
SOI: CETE, CETE Publications Office, 1900 Kenny Road, Columbus, OH 43210-1090, (800)848-4815.

BIBLIOGRAPHY:
This 45 minute vido and facilitator's guide is a training program for vocational, career and occupational education professionals who serve LEP students. It gives a complete orientation to the seven components of the Bilingual Vocational Training (BVT) model and can serve as pre- or inservice training tool for professional and program development.

RECORD#: 117
TITLE: May I Help You?
AUTHOR: Wrigley, H.S.
EDITORS:
EDITION: SERIES: English for the Workplace
PUBLISHER: Addison-Wesley Publishing Co.
PLACE: Reading, MA
MONTH: 1987
PRICE: $42.12 LOCATION: VESL.1,3 ERIC CODE: FORMAT: ac
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, (800)447-2226

BIBLIOGRAPHY:
This intermediate level VESL text is targeted to students in vocational training programs that need to develop interpersonal communication skills for the workplace. Lessons focus on clarifying requests, giving directions, and demonstrating concern for customers 'needs. Audio-cassettes accompany the text and help students develop practical communication skills, appropriate non-verbal responses and social skills needed in the world of work. (A student text, audio-cassettes and teacher's guide are all included in this package).

RECORD#: 235
TITLE: Respect for Property
AUTHOR: McCombs, B., Brannan, L.
EDITORS:
EDITION: SERIES: Skills for Job Success
PUBLISHER: Educational Press
PLACE: Baltimore, MD
MONTH: 1991
PRICE: $39.95 LOCATION: VESL,1,5 ERIC CODE: FORMAT: s
SOI: Educational Press, Dept. 9301, P.O. Box 9971, Baltimore, MD 21224-0971, (410)633-0730

BIBLIOGRAPHY:
This software is a companion to the "Skills for Job Success" text series. It can only be used on Apple IIe computers. It helps students in entry-level jobs develop the necessary social skills for success on the job, using the notice, think, say and do problem-solving model. This lesson introduces the student to the concept of recognizing a supervisor's rights to make decisions about how the work will be done. Our demo software is accompanied by the written text. This material is ideal for intermediate level VESL students.

RECORD#: 145
TITLE: Students With Limited English Proficiency: Selected Resources for Voc. Prep.
AUTHOR:
EDITORS: Kallembach, S.
EDITION: SERIES:
PUBLISHER: NCRVE
PLACE: Berkeley, CA
MONTH: August 1990
PRICE: $2.50 LOCATION: VESL,3,4 ERIC CODE: FORMAT: ab
SOI: NCRVE, Western Illinois Univ., Horrabin Hall 46, Macomb, IL 61455, 1-800-637-7652

BIBLIOGRAPHY:
This bibliography was developed to help professionals assisting with the educational and career/vocational needs of LEP students. Publications that are listed include: newsletters, clearinghouses, computer-based information networks, databases, and materials on program administration, curriculum and instruction, etc.

RECORD#: 50
TITLE: Bibliography of Bilingual Materials for Career/Vocational Education
AUTHOR:
EDITORS: Lopez-Valadez,J
EDITION: SERIES:
PUBLISHER: Curriculum Publications Clearinghouse
PLACE: Arlington Heights, IL
MONTH: June 1985
PRICE: $1.75 LOCATION: VESL,3,5 ERIC CODE: FORMAT: ab
SOI: CPC, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, (800) 322-1917.

BLIOGRAPHY:
This is a bibliography of career and vocational education related materials from the Northwest Educational Cooperative library holdings. It is designed for use by counselors, vocational instructors and ESl teachers.

RECORD#: 194
TITLE: Recruit Limited English-Proficient Students for Vocational Programs
AUTHOR:
EDITORS: Freidenberg, J.
EDITION: SERIES: Serving Limited English-Proficient Students
PUBLISHER: AAVIM
PLACE: Athens, GA
MONTH: 1988
PRICE: $8.00 LOCATION: VESL,3,5 ERIC CODE: FORMAT: sd
SOI: AAVIM, 120 Driftmier Center, Athens, GA 30602, 1-800-228-4689

BIBLIOGRAPHY:
This manual is the first in a series of professional development modules that prepares vocational educators to improve services to LEP students by targeting recruitment efforts as a part of a comprehensive vocational training program for LEPs.

BEST COPY AVAILABLE

RECORD#: 91
TITLE: Bibliography of Career, Vocational & VESL Materials for the LEP
AUTHOR: Lopez-Valadez, J.
EDITORS:
EDITION: SERIES:
PUBLISHER: Illinois State Board of Education
PLACE: Springfield, IL
MONTH: July 1990
PRICE: $4.50 LOCATION: VESL,3,5 ERIC CODE: FORMAT: bl
SOI: Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 800-322-39

BIBLIOGRAPHY:
This bibliography represents the library holdings of the Northwest Education Cooperative pertaining to vocational ESL, career and vocational education for LEP's. This is only a selective sampling of teacher made and commercially developed materials that are approriate for this population.

RECORD#: 116
TITLE: ESL for Action, Problem Posing at Work
AUTHOR: Auerbach, E., Wallerstein, N.
EDITORS:
EDITION: SERIES: English for the Workplace
PUBLISHER: Addison-Wesley Publishing Company
PLACE: Reading, MA
MONTH: 1987
PRICE: $17.63 LOCATION: VESL,3,4 ERIC CODE: FORMAT: st
SOI: Addison-Wesley, Order Dept., 1 Jacob Way, Reading, MA 01867, 1-800-447-2226

BIBLIOGRAPHY:
Low intermediate level VESL text that is targeted to students who are making transition into the workplace. Lessons focus on developing critical interpersonal communication skills needed in the workplacewhile learning about rights, safety, and health. Lessons emphasize specific competencies, structures, and grammar points to help students develop critical thinking skills. (A student text and teacher's guide are included in this package).

RECORD#: 159
TITLE: Identification and Assessment of LEP Students in Vocational Education Programs
AUTHOR: Cordova, R.M., Phelps, L.A.
EDITORS:
EDITION: SERIES:
PUBLISHER: Curriculum Publications Clearinghouse
PLACE: Champaign, IL
MONTH: July 1982
PRICE: $7.50 LOCATION: VESL,3,4 ERIC CODE: FORMAT: rg
SOI: CPC, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 800-322-3905.

BIBLIOGRAPHY:
This handbook is designed to help teachers, administrators, and counselors identify, assess and place LEP students in vocational education. The handbook's four sections cover identification, the referral process, assessment, and uses of the assessment information. Each section provides an overview, suggested procedures, and appropriate resources. The appendix includes a bibliography of resources and an extensive descriptive list of testing instruments to assess language proficiency, vocational interests, etc.

RECORD#: 313
TITLE: English for the Fashion Industry, Book 1
AUTHOR: Reid, J., Taborek, E., et al
EDITORS:
EDITION: SERIES: English for the Fashion Industry
PUBLISHER: Toronto Board of Education
PLACE: Toronto, Ontario
MONTH:
PRICE: $15.00 LOCATION: VESL,3,4 ERIC CODE: FORMAT: st
SOI: Joanne McIntosh, Adult ESL/EBE/Parenting Programs Office, 375 Dover Ct.Rd., Toronto, Ontario M6J3E5, (416)393-9618

BIBLIOGRAPHY:
This text is the first in a two volume set that teaches vocational ESL for the fashion industry workplace at the beginning level. Some of the topics addressed include: daily routines in the workplace, operations, and rules and regulations of the industry. The units do not need to be taught sequentially.

RECORD#: 299
TITLE: Let's Work Safely! English Language Skills for Safety in the Workplace
AUTHOR: Mrowicki, L.
EDITORS:
EDITION: SERIES:
PUBLISHER: Linmore Publishing, Inc.
PLACE: Palatine, IL
MONTH: 1984
PRICE: $7.95 LOCATION: VESL,3,4 ERIC CODE: FORMAT: st
SOI: Alta Book Center, 14 Adrian Court, Burlingame, CA 94010, (800)258-2375

BIBLIOGRAPHY:
This text provides high beginning and intermediate ESL students with the necessary language skills and safety concepts to function safely at work or in the vocational training class. It is relevant to all occupaptions such as: assembly, carpentry, food service, housekeeping, machine operations, maintenance, mechanics and welding. Black-line illustrations of safety clothing, equipment, signs and forms are included in each unit and are easily reproducible to create flashcards.

RECORD#: 220
TITLE: Living and Working in America
AUTHOR: McSwain, M., Morihara, B.
EDITORS:
EDITION: SERIES:
PUBLISHER: VIA Press, Inc.
PLACE: Vancouver, WA
MONTH: 1992
PRICE: $480.00 LOCATION: VESL,1,2 ERIC CODE: FORMAT: v
SOI: VIA Press, Inc., 400 E. Evergreen Blvd., Suite 314, Vancouver, WA 98660, (800)944-8421

BIBLIOGRAPHY:
This is a three level multimedia ESL program which teaches socialization skills and practical language. Videos contain short model dialogs for students to view. The accompanying textbook contains video viewing questions, tasks using audio tapes, and practice reading and writing exercises. An audio manual transcript and teacher's guide also accompany this kit. Topics include: telephoning, inter-office communication, reservations and appointments, hotels, airports, etc. We have purchased a complete set of Volume I materials for our collection.

BEST COPY AVAILABLE

RECORD#: 86
TITLE: LEP Students in Vocational Education: A Handbook for Vocational Educators
AUTHOR: Phelps, L.A.
EDITORS:
EDITION: SERIES:
PUBLISHER: Curriculum Publications Clearinghouse
PLACE: Chicago, IL
MONTH: July 1982
PRICE: $1.25 LOCATION: VESL,3,5 ERIC CODE: FORMAT: rg
SOI: CPC, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, (800)322-3905

ABLIOGRAPHY:
This guide is designed to assist vocational teachers with mainstreamed LEP students at the secondary and postsecondary level. It includes a listing of suggested teacher competencies, strategies to be used in teaching LEP students, and descriptions of resources available to assist vocational teachers.

RECORD#: 93
TITLE: Multi-Cultural Competency-Based Voc/Tech Curricula: Maintenance Mechanic
AUTHOR: Hepburn, L. et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Curriculum Publications Clearinghouse
PLACE: Chicago, IL
MONTH: June 1981
PRICE: $11.75 LOCATION: VESL,3,5 ERIC CODE: FORMAT: cg
SOI: CPC, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 800-322-3905.

BIBLIOGRAPHY:
This curriculum material is designed to assist persons working with LEP students in the maintenance mechanic field. It contains a competency-based curriculum with introductions, outline, lexicon of technical terms in English, Laotian, Spanish and Thai.

RECORD#: 77
TITLE: VESL Approaches: An Overview
AUTHOR: Savage,L.K. et al
EDITORS:
EDITION: SERIES: CBAE Staff Development Project
PUBLISHER: San Francisco State University Foundation
PLACE: San Francisco, CA
MONTH: 1989
PRICE: $50.00 LOCATION: VESL,3,5 ERIC CODE: FORMAT: sd
SOI: OTAN Project, 15377 East Proctor Ave., City of Industry, CA 91745, 818-855-7000.

BIBLIOGRAPHY:
This Staff Development video training program includes 4 videos each accompanied by a training guide. The purpose of this video is to inform teachers, administrators and counselors about 4 recognized approaches to VESL, to select an approach, and to develop a plan for implementation to integrate an approach into a program.

RECORD#: 78
TITLE: Succeeding with the LEP in Vocational Education: Common Concerns...
AUTHOR: Lopez-Valadez, J.
EDITORS:
EDITION: SERIES:
PUBLISHER: Illinois State Board of Education
PLACE: Chicago, IL
MONTH: June 1991
PRICE: $12.50 LOCATION: VESL,3,5 ERIC CODE: FORMAT: rg
SOI: Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 800-322-39C

BIBLIOGRAPHY:
This manual is designed to assist in the planning and implementation of support services for LEP's entering vocational training. It is written for vocational adminstrators, and ESL coordinators. Issues addressed include: funding, materials, recruitment, adapted curriculum, career counseling, job development, and program improvement.

RECORD#: 199
TITLE: Serving Vocational ESL Students
AUTHOR: Thomas, R.J., et. al.
EDITORS:
EDITION: SERIES:
PUBLISHER: American Association of Community Colleges
PLACE: Washington, D.C.
MONTH: 1992
PRICE: $14.50 LOCATION: VESL,3,5 ERIC CODE: FORMAT: rg
SOI: American Association of Community Colleges, P.O. Box 1737, Salisbury, MD 21802, (202) 728-0200

BIBLIOGRAPHY:
This handbook is intended for community colleges working with LEP students in vocational education. It is written for community college administrators and faculty and also addresses the concerns of staff who are directly involved with support services and related functions for LEP vocational students. The handbook describes proven, effective techniques for providing vocational education to LEP's. It addresses assessment, evaluation, support services, program planning, funding, and multicultural issues.

RECORD#: 260
TITLE: VESL For Industrial and Technical Training (VITT) Curriculum: Instructor's Guide
AUTHOR: Lopez, Valadez, J., et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Illinois State Board of Education
PLACE: Springfield, IL
MONTH: June 1989
PRICE: $9.25 LOCATION: VESL,3,4 ERIC CODE: FORMAT: im
SOI: Curriculum Publications Clearinghouse, Western Illinois Univ., Horrabin Hall 46, Macomb IL 61455, 800-322-3905

BIBLIOGRAPHY:
This instructor's guide accompanies the VESL for Industrial and Technical Training materials. It is an annotated version of the student text and provides answer keys to exercises, tests, and lesson plans with objectives and expansion activities for each unit.

RECORD#: 253
TITLE: VESL for Industrial and Technical Training (VITT)
AUTHOR: Lopez, Valadez, et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Illinois State Board of Education
PLACE: Macomb, IL
MONTH: June 1989
PRICE: $6.25 LOCATION: VESL,3,4 ERIC CODE: FORMAT: st
SOI: CPC, Western Illinois Univ., Horrabin Hall 46, Macomb, IL 61455, 800-322-3905

BIBLIOGRAPHY:

This curriculum is designed to teach language and study skills to LEP students transitioning into mainstream vocational education programs or employment in any occupational area in the industrial/technical cluster. The student materials are sufficient for implementing an approximately 64 hour course.

RECORD#: 197
TITLE: LEP Handbook for Co-op Teachers
AUTHOR: Cockrum, J.
EDITORS:
EDITION: SERIES:
PUBLISHER: University of Texas at Austin
PLACE: Austin, TX
MONTH: 1987
PRICE: $6.50 LOCATION: VESL,3,5 ERIC CODE: FORMAT: tr
SOI: The Univ. of TX at Austin, Extension Instruction and Materials Ctr., P.O. Box 7218, Austin, TX 78713-7218, 1-800-252-3461

BIBLIOGRAPHY:

This handbook is designed to help vocational teachers who teach in English but have LEP students. It encourages cooperative instruction given by ESL and vocational teachers and supported by paid and unpaid paraprofessionals and peer tutors. The handbook describes the "ACCESS" approach as a very appropriate model for vocational training for LEP's.

RECORD#: 219
TITLE: A Day in the Life...
AUTHOR:
EDITORS: Askov., D.
EDITION: SERIES:
PUBLISHER: Curriculum Associates, Inc.
PLACE: North Billerica, MA
MONTH: 1992
PRICE: $999.99 LOCATION: WPL,1,5 ERIC CODE: FORMAT: s
SOI: Curriculum Associates, Inc., 5 Esquire Rd., N. Billerica, MA 01862-2589, 1-800-225-0248

BIBLIOGRAPHY:
This courseware is targeted to vocational, corrections, workplace literacy and VESL programs. It is written at the 4-7 grade reading level and provides work-readiness instruction. Students develop reading, writing, math and problem-solving skills in the context of 5 job areas: food service, maintenance, health, retail and clerical. The software can be used on either Macintosh or PC/Windows compatibles.

RECORD#: 49
TITLE: Job-related Language Training for LEP Employees: Handbook for Program Developers
AUTHOR: Thomas, R.J., et. al.
EDITORS:
EDITION: SERIES:
PUBLISHER: Development Assistance Corporation
PLACE: Washington, D.C.
MONTH: 1991
PRICE: free demo LOCATION: WPL,4,4 ERIC CODE: FORMAT: rg
SOI: Development Assistance Corporation, 1415 11th St., N.W. Washington, D.C. 20001, (202) 234-8842.

BIBLIOGRAPHY:
This handbook for program developers is accompanied by a guide for decision makers in business and industry that want to provide workplace literacy skills training for their limited English proficient workers. Components of the handbook provide information regarding: program planning, creating partnerships, removing barriers to participation, evaluation, conducting task-analysis, curriculum design, cross-cultural training in the workplace and methods for effective instruction.

BEST COPY AVAILABLE

RECORD#: 369
TITLE: Housekeeping ESL - Workplace Literacy Curriculum for Hotels
AUTHOR: Van Duzer, C. et al
EDITORS:
EDITION: SERIES:
PUBLISHER: Arlington Education and Employment Program (REEP)
PLACE: Arlington, VA
MONTH: 1990
PRICE: $13.65 LOCATION: WPL,4,4 ERIC CODE: 321613 FORMAT: cg
SOI: Center on Education and Training for Employment, 1960 Kenny Road, Columbus, OH 43210-1090, (800)848-4815.

BIBLIOGRAPHY:
This curriculum guide was designed as part of a national workplace literacy demonstration project by the Arlington Education and Employment Program (REEP) in Arlington, Virginia. It contains competency based units for teaching beginning level LEP adults working at entry level positions in the hotel industry.

RECORD#: 371
TITLE: Perspectives on Organizing a Workplace Literacy Program
AUTHOR: Kirby, M.
EDITORS:
EDITION: SERIES:
PUBLISHER: Arlington Education and Employment Program (REEP)
PLACE: Arlington, VA
MONTH: 1989
PRICE: $9.90 LOCATION: WPL,4,4 ERIC CODE: 313927 FORMAT: rg
SOI: Center on Education and Training for Employment, 1960 Kenny Road, Columbus, OH, 43210-1090, (800)848-4815

BIBLIOGRAPHY:
This guide was designed as part of a national workplace literacy demonstration project by the Arlington Education and Employment Program (REEP) in Arlington, Virginia. It provides program developers with step by step guidelines for how to develop a workplace literacy partnership with industry.

RECORD#: 439
TITLE: Reading for Workplace Success
AUTHOR: Park, R.J. et al
EDITORS: Pucel, D.J.
EDITION: SERIES: Paradigm Workplace Basic Skills Program
PUBLISHER: Paradigm Publishing International
PLACE: Eden Prairie, MN
MONTH: 1991
PRICE: $24.95 LOCATION: WPL,4,4 ERIC CODE: FORMAT: st
SOI: Paradigm Publishing International, 280 E. Case St., St Paul, MN 55101, (800) 535-6865.

BIBLIOGRAPHY:
This text is part of a series that focuses on preparing students to solve reading, writing and math problems they will encounter in training and on the job. It can be used for classroom instruction or independent learning. Each unit is centered around a type of business and jobs and situations found in that business. In the reading course students learn to read memos, letters and other business documents dealing with business issues and situations.

RECORD#: 443
TITLE: Workplace Basics
AUTHOR: Carneval, A. P., et al
EDITORS:
EDITION: SERIES: ASTD Best Practices Series
PUBLISHER: Jossey-Bass Inc., Publishers
PLACE: San Franciso, CA
MONTH: 1990
PRICE: $37.95 LOCATION: WPL,4,3 ERIC CODE: FORMAT: rg
SOI: Jossey-Bass Inc., Publishers, 350 Sansome St., San Francisco, CA 94104-1310, 415-433-1767

BIBLIOGRAPHY:
This professional reference presents the findings of a 3 year ASTD/U.S. Department of Labor nationwide study on how to develop a skilled wor force capable of meeting today's business requirements. It shows that workers must achieve skills in problem solving and leadership beyond just basic skills. It explains how to implement training programs to help workers to develop these skills.

BEST COPY AVAILABLE

1 tr Whole Language for 2nd Language Learners
2 fs Vocational Training for LEP's: Ten Tips for Teachers
3 st A Young Person's Guide to Getting & Keeping a Job
4 s MacEnglish - Inform Pronunciation Plus
5 tr Understanding ESL Writers - A Guide for Teachers
6 st The Writing Process 20 Projects for Group Work
7 st Reading Signs, Directories, Schedules, Maps, Charts and Utility Bills
8 st Reading Ads, Reference Materials, & Legal Documents
9 st Reading Labels, Directions and Newspapers
10 st Basic Writing Skills, Letters, & Consumer Complaints
11 im English Across the Curriculum - Teacher's Manual
12 st English Across the Curriculum - Book 1
13 st English Across the Curriculum - Book 2
14 st English Across the Curriculum - Book 3
15 st Spectrum 1
16 st Expressways - Book 1
17 st Expressways Book 2
18 st Expressways Book 3
19 ac Real Conversations Book 1 & 2
20 st All Talk
21 st Writing Workout
22 ac Guessworks
23 st Forms in Your Future
24 st Writing for Life 1
25 st Writing for Life 2
26 ac Lado English Series
27 st Speaking Effectively
28 st Listen, Speak, Present
29 st Job Application File
30 st Job Interview Guide
31 st Don't Get Fired
32 st Payday!
33 st Get Hired!
34 st Careers: Exploration and Decision
35 st Attitudes For Work
36 st Keeping A Job
37 st Finding A Job
38 st Communication Skills That Work, Book 2
39 st Working in English, Book 1
40 st Working in English, Book 2
41 im Working in English, Book 1, Teacher's Guide
42 im Working in English, Book 2, Teacher's Guide
43 ac Computers in the Office
44 st Restaurant Employees
45 ac Engineering-Civil and Mechanical Engineering
46 st Business Banking
47 st Agriculture - Field Crops
48 st Getting a Job & Filling Out Forms
49 rg Job-related Language Training for LEP Employees: Handbook for Program Developers
50 ab Bibliography of Bilingual Materials for Career/Vocational Education
51 ab Bilingual Vocational Staff Development Resources - Selected Bibliography
52 tr Safety Comes in All Languages
53 st Telephoning in English
54 st Focus on Business
55 st The Language of Marketing in English
56 st The Language of Medicine in English
57 ac International Restaurant English
58 st International Hotel English
59 ei Evaluative Post-Tests for GED Readiness
60 ei Diagnostic Pre-Tests for GED Instruction
61 ei Scoring Guide for the GED Assessment Program
62 st Banking - Developing Internal Correspondence
63 st Banking - Building Communication Skills
64 rg Bringing Literacy to Life
65 st Communication Skills That Work - Book 1

66 st Reading Skills That Work - Book 2
67 st Reading Skills That Work - Book 1
68 st Math Skills That Work-Book 1
69 st Math Skills That Work
70 st Bridge to College Success
71 im The Official Teacher's Guide to the Tests of GED
72 tr Testing for Language Teachers
73 tr Testing Spoken Language
74 s Super Skills/Super Context
75 st The Working Culture - Career Development for New Americans
76 st The Working Culture-Cross-Cultural Communication
77 sd VESL Approaches: An Overview
78 rg Succeeding with the LEP in Vocational Education: Common Concerns...
79 ei Pictorial Inventory of Careers
80 v ESL Video Library Sampler
81 ei Self-Directed-Search
82 ei Career Interest Inventory
83 st Job Search Education
84 st Job Survival Skills
85 st Job Planner - A Guide to Career Planning
86 rg LEP Students in Vocational Education: A Handbook for Vocational Educators
87 cg VESL for Cooking: A Competency-based Curriculum
88 st Welding Program
89 cg VESL for Keypunch - Teacher's Manual
90 cg VESL Drafting - Teacher's Manual
91 bl Bibliography of Career, Vocational & VESL Materials for the LEP
92 st Automotive Technology
93 cg Multi-Cultural Competency-Based Voc/Tech Curricula: Maintenance Mechanic
94 cg VESL for Data Entry: A Competency-Based Curriculum Guide
95 cg VESL for Heating and Air Conditioning: A Competency-Based Curriculum Guide
96 rg Vocational Programming for the LEP
97 st Discovering Your Community
98 im Teacher's Guide for Consumer Sense, In Good Health
99 st Housing
100 im Teacher's Guide 2 for Discovering Your Community..
101 st Families and Schools
102 st Consumer Sense
103 st In Good Health
104 st It's Your Right
105 ac Whaddaya say?
106 st Writing As A Personal Product
107 im Side by Side Teacher's Guide - Book 1
108 st Side by Side, Book 1
109 st Side by Side, Book 2
110 st Side by Side, Book 3
111 st Side by Side, Book 4
112 st Side By Side English Grammar Through Guided Conversations, Book Two
113 st Side By Side English Grammar Through Guided Conversations, Book One
114 st Getting A Job
115 st You're in Business! Building Better English Skills
116 st ESL for Action, Problem Posing at Work
117 ac May I Help You?
118 ac Listening Between the Lines
119 st Reading Power
120 st Hear Say
121 ac Talk Radio
122 fc Spanish Vocabulary Picture Cards
123 fc English Vocabulary Picture Cards
124 fc Releasing Ideas for Self Expression
125 fc Releasing Ideas for Self Expression
126 st Automotive Trades, Knowledge Base
127 st Automotive Trades, Mathematics
128 st Office Technology, Knowledge Base
129 st Office Technology, Mathematics
130 st Office Technology, Reading
131 st Health Occupations, Knowledge Base

BEST COPY AVAILABLE

132 st Health Occupations, Reading
133 st Health Occupations, Mathematics
134 st More Than A Job
135 im More than a Job - Teacher's Guide
136 im The Working Experience - Teacher's Manual
137 tr Five-Minute Activities
138 tr Grammar Practice Activities
139 tr Keep Talking
140 st Effective Communication Skills
141 st Why Should I Hire You?
142 st The Two Best Ways to Find a Job
143 ab Annotated Resource List: Assessing Special Populations In Vocational Programs
144 ab Teen Parents: Selected Resources for Vocational Preparation, Vol. 2
145 ab Students With Limited English Proficiency: Selected Resources for Voc. Prep.
146 ab Students With Limited English Proficiency: Selected Resources for Voc.Prep.Vol 2
147 st Build Your Case
148 st Passport to English
149 ac Suspicious Minds
150 ac Traditional Ties
151 st Frontiers
152 st Frontiers, Vol. 1
153 ac People at Work, Teacher Package
154 tr Cultural Awareness Teaching Techniques
155 st Index Card Games for ESL
156 tr Technology Assisted Teaching Techniques
157 rg Michigan's Model for Delivering Vocational Education to Secondary LEP Students
158 rg Compendium
159 rg Identification and Assessment of LEP Students in Vocational Education Programs
160 sd Texas Community College Bilingual Vocational Instructor Training
161 tr Innovative Approaches To Language Teaching
162 tr Caring and Sharing in the Foreign Language Class
163 st Communication and Culture
164 im Intercom 2000, Book 2, Teacher's Edition
165 im Intercom 2000, Book 3, Teacher's Edition
166 im Intercom 2000, Book 4, Teacher's Edition
167 st Intercom 2000, Book 3, Workbook
168 im Perspectives 2000, Intermediate English 1
169 im Perspectives 2000, Intermediate English 2
170 st Perspectives 2000, Intermediate English 2
171 st Perspectives 2000, Intermediate English 1
172 st Get That Job!
173 st The Way To Work
174 st Forms
175 st Ready to Work
176 st Work-Wise, Tactics for Job Success
177 st You're Hired!, Book One: Charting Your Career Path
178 st You're Hired!, Book Two
179 im You're Hired!, Teacher's Guide
180 st Career Development
181 st Longman ESL Literacy
182 st More Picture Stories
183 st Even More True Stories
184 st In Touch, Student Book 1
185 st In Touch, Student Book 3
186 st Real-Life English, 2
187 st Real-Life English, Workbook 2
188 im Real-Life English, Teacher's Edition 3
189 st Real-Life English, Workbook 4
190 st New Horizons in English, 2
191 st On A Roll
192 im On a Roll, Instructor's Manual
193 st American Picture Show
194 sd Recruit Limited English-Proficient Students for Vocational Programs
195 sd Conduct Intake Assessment for Limited English-Proficient Vocational Students
196 sd Adapt Instruction For Limited English-Proficient Vocational Students
197 tr LEP Handbook for Co-op Teachers

198 ei ExpressWays Placement Test Package
199 rg Serving Vocational ESL Students
200 ei Intercom 2000 Testing Program - Books 1 & 2
201 st Speaking Up at Work
202 ei English as a Second Language Oral Assessment
203 ei Nelson-Denny Reading Test, Forms G&H
204 ei Basic English Skills Test (BEST)
205 ei Bilingual Vocational Oral Proficiency Test (BVOPT)
206 ei Career Ability Placement Survey (CAPS)
207 ei The NYS Place Test
208 st First Words
209 st An Introduction to Everyday Skills
210 st Skills for Everyday Living, Book 2
211 st Skills for Everyday Living
212 st The Right Job...and How to Get It
213 st Carpentry Math, Book 6
214 st Beyond Language
215 tr Learner English
216 sd Getting Started
217 tr Teaching English to Speakers of Other Languages
218 s Skills Bank II
219 s A Day in the Life...
220 v Living and Working in America
221 v The Job World, Preview Sampler
222 rg Teaching Adults With Limited English Skills: Progress and Challenges
223 ei Combined English Language Skills in A Reading Context (CELSA)
224 ei Michigan Test of English Language Proficiency
225 st New Horizons in English, 4
226 st New Horizons in English, Workbook 3
227 st Spectrum 2
228 st Spectrum 3, Workbook
229 im Spectrum 2, Teacher's Edition
230 im Spectrum 1, Teacher's Edition
231 im Spectrum 3, Teacher's Edition
232 im Spectrum 4, Teacher's Edition
233 im American Streamline, Connections, Teacher's Ed.
234 im American Streamline, Departures, Teacher's Ed.
235 s Respect for Property
236 v Using the Guide to ESL Curriculum: A Communicative Approach to AdultESL
237 v ESL Placement Testing
238 v ESL Literacy: An Introduction
239 st The New Oxford Picture Dictionary
240 st Longman Photo Dictionary
241 st Speak Easy
242 st American Vocabulary Builder 1
243 tr Top 20 ESL Word Games
244 st Face to Face
245 st Life, Language & Literature
246 st Expanding Reading Skills
247 st Insights for Today
248 st Business Concepts for English Practice
249 st Composition Practice
250 st Viewpoints U.S.A.
251 st Whattaya hear?
252 ac Listen & Say It Right In English!
253 st VESL for Industrial and Technical Training (VITT)
254 st Surviving on the Job
255 im Mastering Reading, Food Service
256 st Expeditions Into English, Grammar 1
257 sd VESL Approaches: The ESL Program Approach
258 sd VESL Approaches: The Vocational Program Approach
259 sd VESL Approaches: The Work Experience Approach
260 im VESL For Industrial and Technical Training (VITT) Curriculum: Instructor's Guide
261 ab Clear Choice Educational Products Catalogs
262 st Words At Work
263 st Improving Aural Comprehension

BEST COPY AVAILABLE

264 st Improving Spoken English
265 st Culturally Speaking
266 rg Promising Programs & Practices: Vocational Education for LEP Students
267 sd Individualized Career Plan (ICP): Implementation Manual for Community Colleges
268 st Skills for Success, Book 1, Food Service
269 st Skills for Success, Book 2, Food Service
270 st Learning About Food Service, Book 3
271 st Learning About Food Service, Book 4
272 rg Family Literacy in Action: A Survey of Successful Programs
273 st Getting Started with Experience Stories
274 st Math For The Real World, Book One
275 im Family Reading - Manual for Trainers
276 im Family Reading, Teacher's Guide
277 tr Family Literacy and the School
278 st More Stories, 1
279 st In The Valley
280 st Laubach Way to Reading, Skill Book 1
281 im Laubach Way to Reading, Teacher's Manual, Book One
282 st City Living
283 st More Stories, 2
284 st Laubach Way to Reading, Skill Book 2
285 im Laubach Way to Reading, Teacher's Manual, Book 2
286 st You and Your Child's Teacher
287 st El Crecimiento de un Nino
288 st Cuando un Bebe Es Recien Nacido
289 st As a Child Grows
290 st When a Baby Is New
291 st A Good Beginning, Enjoying your baby's first year
292 st The Childbearing Year
293 st Being a Homemaker/Home Health Aide
294 st Instant Spelling Words for Writing - Sample Book
295 st Adjectives and Adverbs
296 st The Quick-Word Handbook for Practical Writing
297 st Stop & Think About Credit Cards
298 Tt Nouns
299 st Let's Work Safely! English Language Skills for Safety in the Workplace
300 im Let's Work Safely! Teacher's Book
301 ac It's Up to You - Language Skills and Strategies for Getting a Job
302 st Communication for Today, Workbook 2
303 st Reading for Today, 5
304 st Language in Daily Living - Phrases, Clauses, and Sentences
305 st Language in Daily Living, Punctuation and Capitalization
306 st Practicing Occupational Reading Skills, Electronics
307 st Practicing Occupational Reading Skills, Carpentry
308 st Practicing Occupational Reading Skills, Automotive
309 st Practicing Occupational Reading Skills, Machine Trades
310 st Practicing Occupational Reading Skills, Business
311 rg Building Competencies to Serve LEP Voc. Students
312 ab English As A Second Language and other Alternatives for Teaching English to LEPs
313 st English for the Fashion Industry, Book 1
314 st English for the Fashion Industry, Book 2
315 st We Make The Clothes
316 st Key In! Keyboarding Manual for ESL Learners
317 im Key In! Keyboarding Manual for ESL Learners, Instructor's Notes
318 st Dimensions of Food
319 sd Toward Multiculturalism
320 ac Crossroads
321 st Cause and Effect
322 st Focus on Listening
323 st Fast Track, Book 1B
324 st Fast Track, Book 2B
325 st Singing USA, Springboard to Culture
326 st Listen To Me!
327 st Stories To Tell Your Children
328 st Grammar In Context, Book One
329 st Grammar In Context, Book Two

330 st Grammar One
331 st Grammar in Action 1
332 st Grammar in Action 2
333 st Grammar in Action 3
334 st Composition Practice, Book 1
335 st Composition Practice, Book 2
336 st The Writing Challenge
337 st Personal Expressions
338 st No Cold Water, Either
339 st No Hot Water Tonight
340 st Spaghetti, Again?
341 st Spaghetti Forever
342 st Explorations
343 st Countdown! Taking Off Into Content Reading
344 st Reading Snacks
345 st Reflections
346 st Facts & Figures
347 st Developing Reading Skills, Intermediate
348 st Developing Reading Skills, Advanced
349 st Mrs. Lau
350 st Valentina
351 st Antonio
352 st Julio
353 st English By Newspaper
354 st Basic Composition for ESL
355 st Write Soon!
356 st A "Cloze" Look At English
357 st Literacy in Lifeskills, Book 1
358 st Literacy in Lifeskills, Book 2
359 st Now Hear This!
360 st Write from the Start
361 st GED Prep. for the High School Equivalency Exam., Social Studies, NewGED Test 2
362 st Pre-GED Science Skills
363 st Pre-GED Mathematics and Problem-Solving Skills, Book 1
364 st Lifescenes Lifeskills, Reading and Writing for Comprehension
365 st Lifescenes Lifeskills, Developing Consumer Competence
366 v A Model Program for Serving LEP Students
367 v ESL Techniques - Problem Solving
368 v ESL Techniques - Beginning Literacy
369 cg Housekeeping ESL - Workplace Literacy Curriculum for Hotels
370 rg Recruiting Employees for ESL Classes
371 rg Perspectives on Organizing a Workplace Literacy Program
372 ei Comprehensive Adult Student Assessment System (CASAS) - ESL Appraisal
373 rg Measures for Adult Literacy Programs
374 rg Testing and Assessment in Adult Basic Education and ESL Programs
375 rg Assessment Of Adult LEP Students: A Guide to Available Instruments
376 s CALL Interest Section Software List
377 rg Selected Legal Considerations Regarding Employee Literacy and Aptitude Testing
378 rg Jostens Learning Corporation - Project Funding Information Packet
379 st Survival at School
380 st As I Was Saying
381 st Map Attack!
382 rg A Resource Compendium of Assessment Instruments...
383 ac Open For Business
384 st Oxford Picture Dictionary of American English
385 st Oxford Picture Dictionary of American English - Beginner's Workbook
386 cg Workplace Oral Communications 1
387 cg Workplace Written Communications - Modules I-IV
388 cg Workplace Written Communications - Modules V-IX
389 cg Workplace Statistical Process Control Module 1&2
390 fc Side by Side - Picture Cards
391 rg A Multicultural Focus on Career Education
392 rg Reviews of English Language Proficiency Tests
393 tr The Card Book
394 st A Picture's Worth a Thousand Words - A Vocabulary Book
395 st Look Again Pictures

BEST COPY AVAILABLE

396 st The Working Experience 1
397 im The Working Experience - Teacher's Manual
398 st Essential Idioms in English
399 st The New Oxford Picture Dictionary - English/Cambodian
400 st The New Oxford Picture Dictionary - Monolingual
401 st The New Oxford Picture Dictionary - English/Japanese
402 st The New Oxford Picture Dictionary - English/Chinese
403 st The New Oxford Picture Dictionary - English/Vietnamese
404 st The Nurse Assistant With Limited English Skills
405 j Literacy Harvest - Journal of the Literacy Assistance Center
406 st Beginning Interactive Grammar
407 rg Future Work
408 st Using AutoCAD
409 st Administrative Medical Assisting
410 st Medical Terminology for Health Professions
411 im Medical Assisting Administrative and Clinical Competencies - Instructor's Manual
412 st Medical Assisting Administrative and Clinical Competencies
413 im Diversified Health Occupations - Instructor's Manual
414 st Diversified Health Occupations
415 v Involving Key Players in Tech Prep
416 j Training LEP Students for the Workplace: Trends in Vocational Education
417 ei Ivory MAC (6-8): Multi-Purpose Tests for Non-Native Speakers of English
418 ei Gates-MacGinitie Reading Tests
419 ei Career Assessment Inventory
420 rg Think of Your Work Future
421 s College Accounting - Annotated Instructor's Edition
422 st Study Skills
423 st Business Spelling and Word Power
424 st Speedwriting for Notetaking and Study Skills
425 st Speedwriting for Notetaking and Study Skills - Student Activity Guide
426 tr Literacy for Social Change
427 ab Books for Adult New Readers
428 im Let's Work It Out - Teacher's Guide
429 st Spelling Basics
430 st College Business Mathematics - Brief Course
431 st Complete GED Preparation
432 cg The REEP Curriculum, Competency-Based ESL for Adults, Volume 1 & 2, Track A & B
433 sd Competency-based Teacher Education Workshops in CBE/ESL
434 st The New Oxford Picture Dictionary - English/Korean
435 fc Supermarket Flashcards
436 fc Useful Signs
437 st Math for Workplace Success
438 st Writing for Workplace Success
439 st Reading for Workplace Success
440 rg Workplace Basics Training Manual
441 st Palabras de Lucha y Alegria
442 rg Training in America
443 rg Workplace Basics
444 rg Training the Technical Work Force
445 tr Adults As Learners
446 ei Valpar Component Work Samples (VCWS)
447 rg National Adult Literacy Survey
448 rg The Bottom Line, Basic Skills in the Workplace
449 rg Legal Issues in Testing
450 rg The Workplace Literacy Primer
451 rg Workforce 2000, Work and Workers for the 21st Century
452 rg 39th Annual Adult Education Conference, Final Program
453 st UAW - Ford Math Enrichment Program
454 st UAW Ford - Math Enrichment Program
455 rg Texas Literacy Council Resource Guide
456 cg English in the Workplace for School Custodians
457 sd Technology Readiness Staff Orientation Manual
458 rg Designing and Implementing Workforce Literacy: Programs in Partnership with...
459 v Vocational Visions: Business/Office Cluster
460 s Compress ESL Program - A,B,C
461 s Reading And Critical Thinking

462 cg Workplace Blueprint Reading (Industrial)
463 st Grammar Dimensions: Form, Meaning and Use - 3
464 st Timely Topics
465 ac All Clear!
466 ac In the Real World
467 st Making Your Point
468 st Composition Practice - Book 4
469 rg Worker-Centered Learning: A Union Guide to Workplace Literacy
470 st Workforce Literacy Skills for Jobs 2000 - Book 2
471 st Skills for Success/Manufacturing - Book 1
472 st Skills for Success/ Manufacturing - Book 2
473 st Learning About Manufacturing - Book 3
474 st Learning About Manufacturing - Book 4
475 im Teacher's Resource Manufacturing